

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – April 15, 2020**

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| <b>DATE:</b><br>April 15, 2020   | <b>PLACE:</b> Via Zoom Conference Call   | <b>CONVENED:</b> 9:01 a.m. | <b>CONCLUDED:</b><br>9:50 a.m. |
| <b>ATTENDEES VIA ZOOM:</b>       | D. Mosser, D. Barnhardt, T. Becker, D. Bennett, P. Carmichael, D. Clausell, C. Corbin, D. Cresap, C. Farnsworth, J. Fike, A. Frey, J. Lantz, J. Loveless, T. Marker, J. Sayre, P. Sharma, L. Soly, R. Spurlock, P. Stroud, L. Tackett, & S. Wood   |                            | <b>ABSENT:</b> G. Wallace      |
| <b>MINUTES RECORDED BY:</b>      | Stephanie Kappel   |                            |                                |
| <b>NEXT MEETING</b>              | May 20, 2020   |                            |                                |
| <b>ITEM</b>                      | <b>DISCUSSION</b>  |                            |                                |
| <b>1. President's Updates</b>    | Dr. Mosser stated that he didn't have anything additional to add to this group since they met as the Continuous Improvement Council (CIC) earlier this week.   |                            |                                |
| <b>2. Business Office Update</b> | <p>Mr. Sayre provided several updates from the Business Office:</p> <ul style="list-style-type: none"> <li>• Email invoices for April.</li> <li>• Purchase orders need approval from supervisor then sent on to Lyndsie.</li> <li>• Mail and deliveries are being sorted three times per week. Let them know if you are looking for something specifically.</li> <li>• Working with budget managers to finalize OTPS. If April has reached out to you re: association dues, please follow up with her as they have to report on this separately. Final budget goes to the Board on 4/30.</li> <li>• Details for CARES Act Student Grants are being worked on.</li> </ul> |                            |                                |
| <b>3. Facilities Update</b>      | Ms. Marker stated that facilities is continuing to work on projects. The Student Union painting is almost complete. The CELT lab and CSI lab are almost finished. Furniture should be delivered 4/29. The B & O west elevator had its flooring coming up so they are fixing it. They will probably do the same on east elevator. They continue to clean all areas. Grass cutting is getting done. Faculty have been really good about letting her know when they are coming in so they can clean afterwards. They are also working on cleaning windows inside and out.   |                            |                                |
| <b>4. IT Update</b>              | Mr. Corbin reported that IT is in the office most days. He asked that everyone be mindful of closing doors after you leave if you do come in. Student support is going well. They have not had as many calls as they expected. The OCR team is helping with that. They are logging every ticket.   |                            |                                |
| <b>5. Faculty Update</b>         | Mr. Lantz stated that the OCR team continues to meet every week to address any issues from faculty or students. All appears to be going very well. Even the faculty who were reluctant to go online have adapted very well and enjoyed more than expected. There have not been any major complaints. In case we have to be online in the fall, we are ready to go.   |                            |                                |

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| <p><b>6. Commencement Update</b></p> | <p>Ms. Fike stated that Commencement has been postponed to an undetermined date in the future. Mr. Barnhardt is working with TSG on putting together something. Caps and tassels will be provided to all students. Dr. Mosser will do a video statement. There are about 230 graduates for May. We plan to scroll the names on May 15<sup>th</sup>. The valedictorian and outstanding graduates are being named this week.</p>   |
| <p><b>7. Other</b></p>               | <p>Ms. Stroud stated that they have not had too many guests via chat.</p> <p>Ms. Farnsworth stated that they are getting ready to do the third and final outreach to all currently enrolled students. They are pushing registration. Things are going smoothly.</p> <p>Ms. Cresap stated that they are working on the fall early entrance schedule as well as early entrance recruitment for the summer and fall courses. She is also working on assessment. All courses have their assessment in. She is working on an assessment plan and working that into the institutional assessment plan. They are also building course assessments for the fall.</p> <p>Ms. Soly stated that all is going well in Weirton. They are busy with registration and financial aid.</p> <p>Dr. Loveless has set up division meetings next week to talk about the fall schedule and what might need to happen due to COVID. She is working with program directors on spending down the Perkins funds. She is also working on the next Perkins guide. Faculty are working on rules over the next couple of weeks. They are shipping the 3-D printed face masks to the National Guard. Mr. Kefauver is working on a program to feed school children. She is asking for an institutional moratorium on Zoom meetings on Friday mornings.</p> <p>Dr. Sharma stated that the IT student survey is out. The employee satisfaction survey closed earlier this week. She is working with the Retention Committee to develop a Blackboard survey on student satisfaction with conversion to online.</p> <p>Ms. Wood stated that SGA election petitions were due on Friday. They will need to have a special election for NM in the fall. There is the annual student leadership event in May. She is engaging students on Snap Chat. Career Services is doing a virtual career fair this month. Mr. Thorne is doing a video for students on paying their bills. Joel (AmeriCorps) is working on food assistance for students. The leadership awards are moving forward on each campus. They are sending out cookies to the students who were nominated.</p> <p>Ms. Frey stated that they are working on being compliant for electronic signatures and are working to move more forms online. They are looking at a vendor for secure document upload. Banner needs set up for several of the new processes associated with the most recent changes due to COVID. They are working on how to award campus based aid. They are also working on a book voucher process for summer. There have been 900 FASFA's completed for the 2020-21 school year.</p> |

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Ms. Bennett stated that the NM campus is meeting via Zoom and have now added the NM faculty to the group. They are keeping on top of issues this way. If anyone has a recommendation for a NM student leadership award, please let her know.

Mr. Tackett stated that they are moving forward with the CDL program. They are also looking at different ways to run community education courses with working remotely and online classes.

Mr. Barnhardt stated that they had to pivot on ads for mobile devices and television. They are still gearing up to promote WV Invests. Fortunately, they were able to record student testimonials before we vacated campus. There has been a lot of publicity with the 3-D printed N95 masks. The catalog is being updated. The Civil Rights Review has been moved until the end of May and he might be in contact with you for information. Website traffic is up.

Ms. Becker reported that they are working on registration tickets for students. To date, there have been 100 tickets issued. They are making appointments for registration. There is a virtual career fair later this month with workshops on resume writing leading up to fair. Accuplacer is up and running to test. They plan to use ACT/SAT scores or high school transcript if the student graduated within the last five years before they would have the student take Accuplacer. A number of forms have gone to fillable forms on the website. Mr. Thorne is working on contacting graduates who have a financial hold. Ms. Wood added that if you have work study students at home, please encourage them to do career fair and other workshops.

Ms. Carmichael stated that payroll is getting processed. There were a few supervisors who had not approved payroll. Please make sure that all leave requests have been approved. We are working on the evaluations while we are working from home. If you are on a search committee, please review resumes. Interviews are still underway on several positions. Ms. Mayhugh is working with Dr. Loveless on faculty promotion packets then will get them up on Blackboard. She also sent out the summer schedules. If you can't print schedule to scan, please complete and have supervisor sent to Ms. Paree. She also asked if there are employees not working full time, please let her know.

Ms. Marker stated that she will be working on life safety inspections. Also, one of her staff members is going to WT so if you need anything taken up, please let her know.

Ms. Fike stated that they have extended the withdraw date until May 1<sup>st</sup>. She will notify students and faculty.

Dr. Sharma stated that trend statements are due on 4/30. She has sent to Dr. Lapin for feedback.